



Policy No: SJD/ORG/39	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12 th April 2021		Date of Next Review: 1 st November 2024
VISITORS		

Policy

Young people living at SJD Homes are encouraged to have friends and relatives visiting. Visitors need to be appropriate in their behaviour on SJD Homes' premises. SJD Homes' staff have a responsibility to monitor visitors and to ensure young people are kept safe. This includes a requirement that any visitor to the home, who has not been satisfactorily checked through the Disclosure and Barring Service is not allowed unsupervised access to the home.

SJD Homes has a clear policy, with procedures implemented in practice, for monitoring all visitors. All visits made to the home are recorded in the Visitors Book. Staff take responsibility for the monitoring and management of such visitors, in consultation with children, in the interests of the safety and welfare of all resident young people.

Residents are given clear written and verbal guidance on the arrangements for receiving their own visitors to the home. Visiting parents and relatives are not given unsupervised access to other children in the home.

Procedures

All visitors should sign and complete the Visitors Book. Staff must always be aware of visitors in the house and their names should be recorded in the visitors' log with time of arrival and departure - this is for fire safety amongst other reasons.

In general, visitors are permitted only by prior arrangement. In the case of families and friends the arrangements are made by the Key Worker overseen by the Manager. Visits by professionals are monitored in the same way.

Applications from others to visit should be made through the Manager or Deputy Manager who has to ensure the bona fide nature of such visitors before authorising a visit.

Times when visitors should not be at the Home are: 9 - 5 pm (except in school holidays) Mondays to Fridays and after 9.30 pm any night, without prior arrangement with the staff on duty.

At staff's discretion visitors may be invited to a young person's room. This should depend upon the atmosphere of the house at the time. If, for example, young people are nervous about items going missing, then visitors should not be invited upstairs.

Visitors should not smoke on the premises. They may smoke in the grounds if over eighteen.

If visitors are coming for a meal, then wherever possible staff should be given at least one day's notice.

No young person can stay out overnight without prior permission from their Social Worker.

Staff on duty may ask a visitor to leave or refuse admission to the house if a resident asks them to do so.

Visitors will also be required to leave if they become aggressive, offensive, or violent or if they are under the influence of any drug, including alcohol. The police will be called if necessary.

Where someone has restricted access to a young person for reasons determined prior to placement by the placing authority this will be recorded on the individual young person's file.

Where SJD Homes has banned a visitor for actions such as anti-social behaviour or because they are perceived as being a bad influence on one or more of the young people this will be recorded as a sanction in the sanction book (unless the

